

**NONAPPROPRIATED FUND POSITION  
MORALE WELFARE AND RECREATION DEPT.  
NEWPORT, RHODE ISLAND 02841  
MERIT PROMOTION PROGRAM  
VACANCY ANNOUNCEMENT**

EQUAL OPPORTUNITY EMPLOYER

POSITION: BARTENDER  
NA-7405-03

ANNOUNCEMENT NO. NAVSTA NPT 011-04

DATE OPENED: 5 MARCH 2004

CLOSING DATE: OPEN REGISTER

LOCATION: COMMISSIONED OFFICERS CLUB  
NAVAL STATION NEWPORT  
NEWPORT, RI 02841

AREA OF CONSIDERATION: OPEN

**NOTE**: CATEGORY OF EMPLOYMENT: FLEXIBLE 0-40 HOURS

**DUTIES**: NA-03 - PREPARES A LIMITED VARIETY OF ALCOHOLIC DRINKS BY SELECTING PROPER PREMIX AND GARNISH WHERE A WORKING KNOWLEDGE OF THE VARIOUS MIXED DRINKS IS REQUIRED. KEEPS BAR CLEAN AND KEEPS AREA STOCKED PROPERLY. DELIVERS DRINKS TO BAR WAITERS, OR SERVES DIRECTLY TO PATRON, RECEIVING PAYMENT OR CHARGING TO MEMBERS ACCOUNT. WASHES GLASSES AND OTHER BAR EQUIPMENT. PREPARES GARNISHES FOR MIXED DRINKS. MAY HELP STOCK SERVICE BAR AND SERVE CATERED PARTIES FROM SERVICE BAR OR FROM PORTABLE BARS. ASSISTS IN TAKING INVENTORY AND MAINTAINING RECORDS ON WHICH DRINKS AND LIQUORS ARE IN THE GREATEST DEMAN. ACCEPTS MONEY, OPERATES CASH REGISTER AND MAKES CHANGE. MAY BE REQUIRED TO PREPARE DOCUMENTATION FOR CASH FUNDS ACCOUNTABILITY.

NA-05 - IN ADDITION TO THE ABOVE, THE GRADE 5 BARTENDER MIXES AND SERVES ALL TYPES OF ALCOHOLIC OR NON ALCOHOLIC DRINKS TO ORDER, FOLLOWING A VARIETY OF ESTABLISHED RECEIPEs.

**QUALIFICATIONS**: NA-03 - MUST BE ABLE TO READ AND COMPREHEND ENGLISH AND WRITE LEGIBLY. A MINIMUM OF 6 MONTHS PRACTICAL EXPERIENCE BARTENDING.

NA-05 - MUST BE ABLE TO READ AND COMPREHEND ENGLISH AND WRITE LEGIBLE. TWO YEARS PRACTICAL EXPERIENCE BARTENDING PREFERRED.

**MILITARY SPOUSE EMPLOYMENT PREFERENCE**: BEST-QUALIFIED CANDIDATES ELIGIBLE FOR SPOUSE EMPLOYMENT PREFERENCE (SEP) WILL BE REFERRED FOR PRIORITY CONSIDERATION AND EMPLOYMENT PREFERENCE. ELIGIBLE CANDIDATES MAY ASK FOR ASSISTANCE FROM THE PERSONNEL STAFF BEFORE SUBMISSION OF APPLICATION.

THE DEPARTMENT OF THE NAVY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER. ALL QUALIFIED CANDIDATES WILL RECEIVE CONSIDERATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, AGE, DISABILITY, MARITAL STATUS, POLITICAL AFFILIATION, SEXUAL ORIENTATION OR ANY OTHER NON-MERIT FACTORS.

SELECTEE WILL BE REQUIRED TO PARTICIPATE IN THE DIRECT DEPOSIT ELECTRONIC FUND TRANSFER PROGRAM WHICH IS THE STANDARD METHOD OF PAYMENT WITHIN MWR FOR PAY OF PERSONNEL.